

NOTICE TO CONTRIBUTORS OF ARTICLES

In reply to many enquiries from intending contributors as to the subjects acceptable for the Society's *Transactions*, the form in which they are to be presented, illustrations, copyright, offprints, etc., the following suggestions and statements are offered:—

- I. SUBJECT.—Original articles on the antiquities of Cumberland, Westmorland, and Lancashire North-of-the-Sands; including researches into the history, biography, pedigrees, unprinted documents, and records of the district, as well as collections towards a study of its folklore and ethnography; also its, archaeology, prehistoric and historic remains, ecclesiastical and secular architecture, inscriptions, and all its ancient arts, institutions, and industries.

Compilations from material already published, while they are often acceptable as descriptive addresses at sites visited on the excursions, and will be noticed in the "Proceedings," are not invited for the *Transactions*.

- II. ILLUSTRATIONS from photographs and drawings will be engraved, if approved, at the Society's expense; but the Society does not undertake to procure photographs or drawings to illustrate members' articles. Authors should arrange with the photographers of their illustrations for permission to reproduce. The Ordnance Survey officials have issued a notice to printers and publishers warning them against using the maps of the department in any such manner as to infringe the copyright. Persons wishing to utilise the Ordnance Survey's information must apply to the Comptroller of Her Majesty's Stationery Office, Prince's Street, Storey's Gate, London, S.W., for permission to do so.
- III. COPYRIGHT of the *Transactions* belongs to the Society, and articles should not be offered if the author has already parted with the copyright by printing the same article in the same form elsewhere. This does not apply to abstracts or extracts communicated to newspapers, if the article in its final form as offered for *Transactions* is original and unpublished.

The leave of the Society is required before reprinting any matter from the *Transactions*.

- IV. TIME OF SENDING IN.—Articles may be forwarded at any time to the Editors. But in order to admit of their being read or communicated at any Meeting, they should be sent in not less than a month before the date of the Meeting to allow time for consideration and, if accepted, for printing the announcement in the Programme. The Editors will then return the MS. to the Author for reading, and receive it after final revision for printing.

- V. FORM.—Articles should be written in clear and distinct MS. or typewritten, on one side of the paper only, on sermon or foolscap paper. They should be presented, after reading, in a final and complete form, to avoid the delay and inconvenience of alteration in proof; and as the space at disposal is limited, they should not contain unnecessary or extraneous matter.
- VI. PROOFS will be sent to authors, who are requested to read and correct them without needless additions and alterations, and to return them promptly to the Editors. Delay in returning proofs, and additions to the printed text, involve expense to the Society and delay in the production of *Transactions*. Proofs once passed for press cannot be withdrawn or revised.
- VII. AUTHOR'S COPIES.—Twenty offprints of his article are sent to each Author, free of charge, when the volume of *Transactions* is ready for distribution. More than twenty can be supplied, at the Author's expense, if he send the order to Messrs. TITUS WILSON & SON, Ltd., 28, Highgate, Kendal, on or before returning the proof.
- “Proceedings” and “Notes” are not separately printed.
- VIII. LIABILITY.—Articles may be submitted by any members of the Society who have paid their Subscriptions for the current year; no further liability is incurred by Authors; but the Society is not bound to accept all articles for reading, nor to print all articles read. The Council and the Editors desire that it should be understood that they are not responsible for any statements or opinions expressed in their *Transactions*, the Authors of the several papers being alone responsible for the same.
- IX. At a Council Meeting held at Tullie House, Carlisle, on October 15th, 1908, it was carried unanimously, and at a Council Meeting held at Tullie House on April 15th, 1909, it was ordered to be printed as Section IX of the Notice to Contributors:—“That, in the opinion of the Council, the Editor's discretion—as to what to admit, revise or omit when editing papers sent in for publication in the *Transactions*—must be absolute and his decision final.”